



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-536
Position Title: Documents Inspection Technician
Series and Grade: PG-1910-05/07
Salary Range: \$29,604 - \$47,669 PA
Promotion Potential: PG-07
Opening Date: 09/25/06
Closing Date: 10/06/06
Location of Position: Quality Control & Inventory Management Department, Testing & Technical Services Division, Return Book Processing Center, Washington, DC
Number of Openings: Three (3)
Type of Appointment: Permanent
Work Schedule: Shift 1 (7:30 am – 4:00 pm)
Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

The incumbent of this position receives and records samples of returned finished books suspected to be defective and manufacturing floor waste from different sources for inspection. Incumbent inspects book and book components for defects visually or through use of specialized equipment and records findings both on a prescribed form and in an electronic database accurately. Verifies quality of books using sampling inspection, or when appropriate to the characteristics involved or pertinent quality history, more intensive product inspection techniques; generates statistic and historic reports for continuous improvement. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must possess experience as indicated below. Applicants may substitute education as described below; or combine education with experience to meet minimum qualification requirements for the grade levels indicated below. Applicants must have a major in one of the following studies: quality assurance, statistics, mathematics, production management, industrial management, computer science, engineering, engineering technology, physical sciences, textiles, or other fields related to the position.

PG-05: Applicants must have completed a 4-year course of study leading to a bachelor's degree; **OR** three (3) years of generalized experience, one year of which was equivalent to at least the PG-04 level.

PG-07: Applicants must possess one full year of graduate level education **OR** 52 weeks (one year) of specialized experience equivalent to at least the PG-05 grade level. Specialized experience is defined as experience inspecting and verifying materials using sampling inspection techniques, and computing data, summarizing results, and preparing statistic reports **OR** have acquired Superior Academic Achievement (S.A.A.) which recognizes students who have achieved superior academic standing in a curriculum that is qualifying for this line of work which is evidenced by:

1. *Class standing*--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. *Grade-point average (G.P.A.)*--Applicants must have a grade-point average of 3.0 or higher out of a possible 4.0 scale.
3. *Election to membership in a national scholastic honor society*--Applicants can be considered eligible based on membership in one of the national scholastic honor societies listed in the *Association of College Honor Societies: Booklet of Information* (1992-95) and/or *Baird's Manual of American College Fraternities* (1991).

Qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. **Knowledge of quality assurance methods, principles, and practices, including statistical analysis and sampling techniques.**
2. **Knowledge of inspection, test, and measurement techniques.**
3. **Ability to use inspection equipment and tools, including bar code equipment.**
4. **Skill in interpreting and applying product specifications, technical data, regulations, and other guideline materials.**

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Tiffany L. Robinson
Human Resources Operations
Human Capital Department
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.